

LACOMBE REGIONAL FIRE SERVICE

BOARD MEETING

December 2, 1999

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INAUGURAL MEETING

Present:	Marilyn Sharp - Chair	Lacombe County
	George Weenink	Lacombe County
	Ken Koob	Town of Lacombe
	Ken Kendall	Town of Lacombe
	Terry Hager	Lacombe County
	Fred Millar	Regional Fire Chief

1. Call to Order

Terry Hager recommended that the Councilors designate a temporary Chair until the vacant Town Councilor position on the Board is filled.

Motion: By Ken Koob that Marilyn Sharp act as the interim Chair.  
Carried.

2. Adoption of Agenda

This was the inaugural meeting and there was no set agenda.

3. Adoption of Previous Minutes

This was the inaugural meeting of the Board therefore there were no minutes to be read.

4. Business Arising From Previous Minutes

There was no business arising from previous minutes.

5. Financial

There was no financial statement to discuss.

6. Report From Administrative Support

- 6.1 The Chairperson requested that the Fire Chief re-visit topics he had discussed informally earlier in the evening and to comment on how he felt his first week had gone.
- 6.2 The Chief stated that his first week had been very hectic and that he had met too many people to remember. Everyone he had dealt with had been very kind and the Town Administrative Office had been very supportive in helping him set up his office.
- 6.3 Chief Millar spoke at length about his vision for the Department. He emphasized that his comments and proposals were based on limited knowledge of the organization and players. He discussed the Fire Chief, Deputy Fire Chief and Captain situation and their training requirements. Chief Millar wants to create formal Lieutenant positions within the Department.
- 6.4 Chief Millar discussed manning levels. The 32 person establishment was met, however several recruits have left due to various reasons. The Chief has not met with the Recruiting Committee as yet but agrees there may have to be another recruiting drive.
- 6.5 Chief Millar is reviewing Fire Department Standard Operating Guidelines (SOGs). Changes to articles such as the Advisory Committee, Recruitment and Probation are required because of the new organization and the Regional Fire Chief's job description.
- 6.6 Chief Millar raised the issue of physical fitness of applicants. He thinks they be given a medical examination before they are accepted as probationary members. He will be investigating minimum standards and Ken Kendall stated he would check with the Town's Insurer to see if they could assist in this program.
- 6.7 Chief Millar discussed types and levels of service to be provided by the Fire Department. He will prepare a position paper for presentation to the Board early in the New Year.

7. New Business

7.1 Marilyn Sharp raised the issue of setting policy. It was agreed by all present that Administrative policy dealing with the daily operations of the Department would be set by the Regional Fire Chief in consultation with the Advisory Committee and Town and County Administrators. Level of service and liability issues would be set by councils.

7.2 Ken Kendall stated that he would ensure the vacant Town Councilor position would be filled as soon as possible. It was agreed by all present that the Volunteer Fire Chief and Fire Fighter from the floor attend the next meeting.

7.3 The Board discussed capital equipment for the Regional Fire Chief.

Motion: By George Weenink that the Regional Fire Chief be authorized to purchase capital equipment budgeted for in the Fire Service Review.

Carried.

8. Date of Next Meeting

The next meeting will be held at the Fire Hall on January 18, 2000 at 7:00 p.m.

9. Adjournment

Motion: By Ken Koob that the meeting be adjourned at 9:55 p.m.

Carried.

Original signed by FG Millar  
Recording Secretary

Original signed by Marilyn Sharp  
Chairman